

LIBRARIAN III – BEAUCHAMP BRANCH MANAGER

Onondaga County Public Library is looking for an enthusiastic individual who is motivated to help make a difference in our city branch libraries as Librarian III (Branch Manager) at Beauchamp Branch Library. As Branch Manager you oversee and direct the daily service and support operations within a branch neighborhood library, ensuring that library patrons have a positive experience. Beauchamp is located in the Southside neighborhood of Syracuse, serving a diverse community of patrons who look to us for books and movies, computer access, and programs for all ages. Reporting to the Administrator for Public Services, the Branch Manager carries out their work with a high level of independence and accountability. This is a provisional full-time position with evening and weekend hours required.

Responsibilities

- Supervise and lead a staff of librarians, librarian assistants, clerical employees, maintenance staff and volunteers. Participate in and/or oversee staff selection and training. Mentor and evaluate staff.
- Lead the library staff in goal setting and strategic planning, aligned with the vision of OCPL.
- Participate in the development and implementation of system and city-wide initiatives and translate those initiatives into services and programs for your patrons.
- Recommend, develop and implement services and programs that add value to your community.
- Oversee customer services such as reference and referral, readers' advisory and technology assistance, and support staff training in areas of customer service.
- Develop and maintain relationships with community organizations in your service area. Represent OCPL at community events.
- Work with facilities staff to ensure that the branch building and grounds are properly maintained.
- Assist with the development of, and ensure compliance with, library policy and procedures. Assist staff in explaining library policy to patrons and help resolve issues using independent judgment.
- Work with library administration and other staff to evaluate library services and to make improvements that address customer needs.
- Perform customer service duties such as reference and referral, reader's advisory and computer assistance. Assist patrons with the use of library collections.
- Serve as an advocate for OCPL. Increase the visibility and awareness of the library as an essential community asset.
- Develop and administer grants and grant programs, when applicable.
- Create and maintain a branch schedule, updated regularly as changes occur, and uploaded to the Branch Managers Teams page each month. Beauchamp is an early voting site as well as a regular polling place, so special scheduling tasks will include ensuring the branch is staffed and coordinating with the Administrator for Library Operations to ensure there are security personnel at the branch during voting hours.
- Prepare reports and statistical summaries.
- Perform related work as required.

Competencies

Professional Knowledge and Skill

- Knowledgeable in current practices, policies, trends and technology in the library field. Working knowledge of automated library systems and computer/internet applications. Skilled and accurate in the performance of technical library tasks.

Process Management

- Able to organize people and activities to ensure effective and efficient library operations. Able to manage budgets. You model and adapt best practices, foster and promote an atmosphere of continuous improvement.

Project Management

- Able to set objectives, measure and monitor progress and evaluate results. You execute projects effectively. You get things done.

Assessment and Planning

- Able to analyze library statistics and other evidence based data. You use data to help identify new strategies for maximizing results.

Community Focus

- Able to establish relationships with individuals and community groups. You are adept at making connections with local organizations. You meet the expectations of our customers and can adapt to changing needs with the goal of making the library an inviting destination for community collaboration and gathering.

Staff Development

- Provide staff with assignments that develop their skills and competencies. Mentor staff through positive feedback and inquiry, and promote continuing education.

Communication

- Able to provide clear and concise oral and written communication. You communicate effectively with customers, staff and colleagues. You interact well with individuals of varying age, education and experiential levels.

Salary: \$76,289

Minimum Qualifications

Promotion: Two years of permanent competitive class status as a Librarian II.

Open Competitive: A graduate library degree from a library school located within New York State which is registered by the State Education Department or from a library school program which is accredited by the American Library Association and four years of post-master's professional level experience, or its part-time equivalent, as a librarian.

Special Necessary Requirement

Possession of a valid New York State Public Librarian's Professional Certificate from the New York State Education Department on date of appointment.

Pursuant to the Civil Service Rules for provisional appointments, you will be required to take the next Civil Service exam for Librarian III, pass and be reachable for permanent appointment.

To Apply: Please submit an Onondaga County Application found on the employment page of the library's website, cover letter and resume to René Battelle, OCPL Administrator, via email at rbattelle@onlib.org. Applications will be accepted through Friday, January 24, 2025.

Central Library located at 447 South Salina Street, Syracuse, NY 13202-2494
Phone 315-435-1900 www.onlib.org Dawn Marmor, Executive Director

Beauchamp Branch * Betts Branch * Hazard Branch * Mundy Branch
Paine Branch * Petit Branch * Soule Branch * White Branch